

September 2024 Faculty Council Meeting Agenda

9/6/2024 @ 11:00 am via Zoom:

Any Faculty concerns or feedback can be shared with your FC representatives, FC leadership, or submitted Anonymous Feedback Form Link: https://mclennan.co1.qualtrics.com/jfe/form/SV_6Pt85J2daPWfWfc

PARTICIPATING/ATTENDING MEMBERS:

Amy	Antoninka	President
Samantha	Buerger	Associate Degree Nursing
Ivanna	Campbell	Science
Jennifer	Chapman	Human Services, education
Andrew	Clayton	Government
Karen	Crump	Paralegal
Heather	Davis	Health professions
Glenn	Downing	Visual Arts
Marighny	Dutton	Respiratory care technology
Erik	Emblem	SBSC
Jon	Fox	Music Industry Careers
Joseph	Ferguson	LLC
Leslie	Henderson	LLC
Charles	Jaquith	EMS/Paramedicine
Donald	Keltner	History
Benjamin	Mason	Technical Theatre
Maria	McElroy	Associate Degree Nursing
Anne	Merchant	Science
Natalee	Oliver	Human Services, education
Peter	Olson	Visual and Performing Arts
Robert	Patterson	Health professions
Colin	Porter	Library Services
Jan	Robertson	Business
Danny	Rodriguez	LLC
Stephan	Rohatyn	Interpreting Training
Alex	Shiu	Economics/business
Mary	Sides	Science
Bernard	Smith	Science
John	Spano	Social and Behavioral Sciences
Susan	Spooner	Social and Behavioral Sciences
Dennis	Stapleton	Emergency Services
Katie	Stevens	LLC
Tammy	Tull	Business
Ken	Walker	LLC
Lori	Watts	LLC

Holly	Webb	Math
Kayla	Willis	VP

NON-PARTICIPATING/ABSENT MEMBERS:

Alma	Wlazlinski	Math
Heather	Davis	Health professions

GUESTS

Dr. Chad Eggleston, VPISE
Dr. Brandon Hill, Dean of Students
Dr. Staci Taylor, Director, CTL

I Call to Order:

A. Welcome by President Antoninka

II. Guests

A. Doctor Chad Eggleston, VPISE

1. Dr. Eggleston is glad to be back and excited about his new role and to work with Dr. Hill.
2. Dr. Eggleston will come back to FC in a future meeting for questions and answers.
3. Dr. Eggleston's priorities are student retention and supporting faculty as they serve students.
4. Contact Dr. Eggleston if you have questions.
5. Dr. Eggleston thanked Amy and Kayla and encouraged the faculty.

B. Dr. Brandon Hill, Dean of Students

1. As a college our goal is working together as a team.
2. Dr. Hill is happy to partner with faculty to solve student support issues.
3. Students rarely go to the right person for help, a large part of the job of faculty is to direct students to the right people, to meet student needs and support faculty and co-workers.
4. Faculty can refer a student having issues to the Care team.
5. Dr. Hill is working for quick response to referrals.
6. When referring students please let the students know that you have done so, or that you will do so.
7. Dean Hill offered to answer questions.
 - a. Question in chat: "where can we find the refer page?"
 - b. Jennifer Chapman shared the link . <https://mclennan.edu/refer>
 - c. Question from Tammy Tull: "Where can we find your office?"
 - d. Answer: "Student Services building second floor. In the back office of the advising offices"

C. Dr. Staci Taylor, CTL

1. Amy thanked Dr. Staci Taylor for her efforts in making RSI compliance an easy and painless process for faculty.
2. Dr. Staci Taylor showed a PowerPoint on Regular and Substantive Interaction (RSI) for online classes.
 - a. Can we share the PowerPoint?
3. RSI was mandated by the Department of Education in July 2021.
4. We need to make sure that our distance education courses are not run as correspondence courses.
5. The department of education only provides funding of distance education, not correspondence courses.

- a. The main difference is that a distance education course incorporates meaningful engagement with instructors and peers.
 - b. Regular interaction with the faculty member is required (and must be initiated by the faculty member). And funding can be removed if the students are not receiving RSI.
 - c. We could lose (and have to pay back) financial aid funding and Title V grants if we don't comply.
6. Examples of RSI in blended, online and Hyflex courses include:
 - a. Detailed feedback with grades.
 - b. Weekly announcements explaining content.
 - c. Discussion Boards with interaction from the faculty member.
 - d. Live office hours.
 - e. Please make clear to your students that your office hours are your time to meet with and help them.
 7. Confirmation of RSI compliance will be shown by:
 - a. Including a plan for RSI on PGP (Principles of Good Practice) forms that are filled out for future online courses.
 - b. Completing a form to show ongoing efforts of RSI in current distance learning courses.
 8. We must show two examples of RSI for each course we teach.
 - a. Fill out one form for each online course currently taught (not each section)
 - b. Question: Ivanna- "Do we need at least 2 interactions or just two interactions?" Staci- "At least 2 interactions you can have as many as you want."
 - c. Staci has sent the RSI form by e-mail, and it is due mid-October.
 - d. There will be Lunch and Learn sessions September 24, October 14 for help with RSI. Zoom option will be available.
 - e. Open Labs September 27 9am-12pm and October 25 1pm-5pm help with RSI.
 - f. Contact online@mclennan.edu for help from an instructional designer.
 - g. Question: Jan Robertson. "I teach two sections of one class, one blended and one online. Do I fill out a form for each?"
 - h. Answer: Staci "one on each is best."
 - i. Questions: Holly Webb "Where will we find the RSI form?"
 - j. Answer "it will be on SoftDocs along with the PGP and sent out on email.
 - k. Just fill out the RSI form 1 time for each course.
 9. Professional Development Day.
 - a. Amy: Will HIPS be a track on PD Day?
 - b. Staci wants three faculty lead sessions on HIPS. Please reach out to her if you have presentation proposals. You can present with a group of other faculty or alone.
 10. Meeting returned to Amy.

III. Election of Faculty Council Secretary.

- A.** Amy outlined responsibilities of FC secretary.
- B.** Nominations taken
 1. Question Holly Webb: "What's the timeline for getting the notes to you and Kayla?"
 2. Answer: One week, but flexible.
 3. Question: "Does the secretary only need to serve on one committee or two?"
 4. Based on an informal poll it was decided that the secretary could be released from one committee as a gratuity for serving as secretary.

- a. FC members generally serve on two committees.
- 5. Holly Webb was nominated and elected as secretary of FC.
- 6. Joseph Ferguson volunteered to serve as backup secretary (Zoom chat).

IV. **Old Business.**

- A. Minutes of the April 2024 meeting reviewed and approved
 - 1. Approved by unanimous Poll.
 - a. Roberts Rules of Order were reviewed
- B. Tenure Policy was discussed.
 - 1. MCC tenure policy has been updated has been sent to the board, covering requirements of SB 17. New parts per the bill added to the policy are on MCC's Website.
 - 2. Faculty Council policy committee last year made suggestions for strengthening the tenure policy. These suggestions have stagnated. The process will continue.
 - 3. Question: Joseph Ferguson, "What was proposed and shot down last year?"
 - 4. Answer: Amy,
 - a. More precise language. Clarification of academic freedom in all faculty rolls (ex. When we are called upon as experts we have academic freedom, during office hours etc...)
 - b. Where does academic freedom apply and where might it not apply.
 - c. Academic freedom and academic responsibility.
 - d. Clarification of language explaining due cause dismissal procedures.
 - 5. Efforts to redraft are ongoing.
- C. Faculty Evaluation
 - 1. More discussion with Dr. Eggleston has happened to improve the process. Dr. Eggleston is ready to improve the evaluation process.
 - 2. Good feedback has been gathered.
 - 3. Anonymous input on the topic of faculty evaluations can be emailed to Kayla or Amy or posted in the anonymous feedback link:
 - https://mclennan.co1.qualtrics.com/jfe/form/SV_6Pt85J2daPWfWfc
 - a. The link can be shared with colleagues in our departments.
 - 4. This will be discussed further at a future FC meeting.

V. **New Business**

- A. Committees were reviewed and Amy asked all members to sign up for 2 committees by the end of the day, September 13.
 - 1. Committee descriptions and sign up is located on TEAMS:
 - a. Compensation committee (one adjunct faculty member needed, please designate yourself.)
 - b. Elections committee
 - c. Faculty Council Policy Committee (Course release for VP possible) (school policy)
 - d. Work force committee
 - e. Bookstore Committee (full)
 - f. Student Success Liasson Committee (2 positions possible)
 - 2. Sign up for committees as soon as possible (by September 13).
 - <https://mymcc.sharepoint.com/:x/s/FacultyCouncil681/ERGWnWQy-8VBp3BX3Y6xg0ABUG23vb9IIE-a9-2XcVBtiq?e=ncTJEg>
 - 3. Make a note if you want to be Chair.
 - a. Question "What would it entail to be a chair?"
 - b. Answer The chair decides when to meet. Reviews previous years committee work, runs meetings, delegates work, compiles reports to share with FC monthly.

4. Donald Keltner shared his experience as elections chair. A good experience, good for resume.
5. Kayla stressed the importance of organization and motivation for committee chairs.

B. TEAMS

1. One more TEAMS training will be held Friday, September 13.
2. Attend in person or via Zoom.
3. Amy will also record training so that those unable to attend can watch.
Recording link for TEAMS training:
https://mclennan.zoom.us/rec/share/Ty9btb8OOxEAIUqtALuEsCrCccvX8MqMrqYrZQWojS6-hU4scUoALeCBt5K0bKL5.1P_FmBhohyy84YW-
Passcode: pBX7q\$&%
4. Faculty Council documents are now housed on TEAMS.
5. Faculty council will discuss meeting on TEAMS in the future, but in October we will meet on Zoom.

C. Faculty Council Fund managed by the foundation.

1. This fund has so far only been used for a gift for the outgoing FC president. What else could it be used for? FC may decide what to do in October.
2. Fund may contain around \$3800.
3. Donations to this can be made to the Foundation. Can be made through payroll deduction.
4. Curiosity was expressed about the original intent of the fund and who gives the money.
5. Ideas for possible use of this money include:
 - a. Refreshments for FC.
 - b. Funding socials for faculty to learn about FC.
 - c. Stipends for the President and VP.
 - d. A teaching award managed by FC.
 - e. Creation of a plaque with former FC presidents' names to replace the traditional going-away gift.
 - f. Support Textbook emergency fund
6. Questions in chat: Who gives to the fund? What was the original intent? Amy will follow up with the foundation, but we cannot know the names of the donors.
7. Action item: share information about the fund with your faculty members and get their ideas about how to use the funds

D. Many online forms and documents are now being stored on SoftDocs, changing the procedures for completing these forms.

1. Links below
2. Action item: Please share with faculty members.
 - a. Mileage Reimbursement form:
<https://mcccentral.etrive.cloud/Index#/form/132>
 - b. P-card: <https://mcccentral.etrive.cloud/Index#/form/133>
 - c. Travel Form: <https://mcccentral.etrive.cloud/Index#/form/25>
 - d. Resources in [Faculty Handbook](#) and [SharePoint](#)

3. Please share issues as they arise in your department and FC will communicate and work with records and registration to get the bugs out of the system.
4. Donald Keltner says. Preferred emails for students are back on MyMCC.

E. Mental health help will be available to students through mental health modules on UpSwing.

1. BetterMynd counselors will be available in the future to MCC students. This is not yet available.
2. BetterMynd counseling in the future will require a referral by the counseling center. (A safeguard to protect students.)

F. A survey will be organized by FC to assess the needs of faculty and how administration can be supportive of faculty.

1. Action item: Ask Faculty Members to send ideas for the survey from FC and departments to Kayla or Amy.

G. Londa Carriveau (Dual Credit, University Center and Upward Bound) wants faculty who are teaching dual credit to know that they can reach out to her for help or with questions.

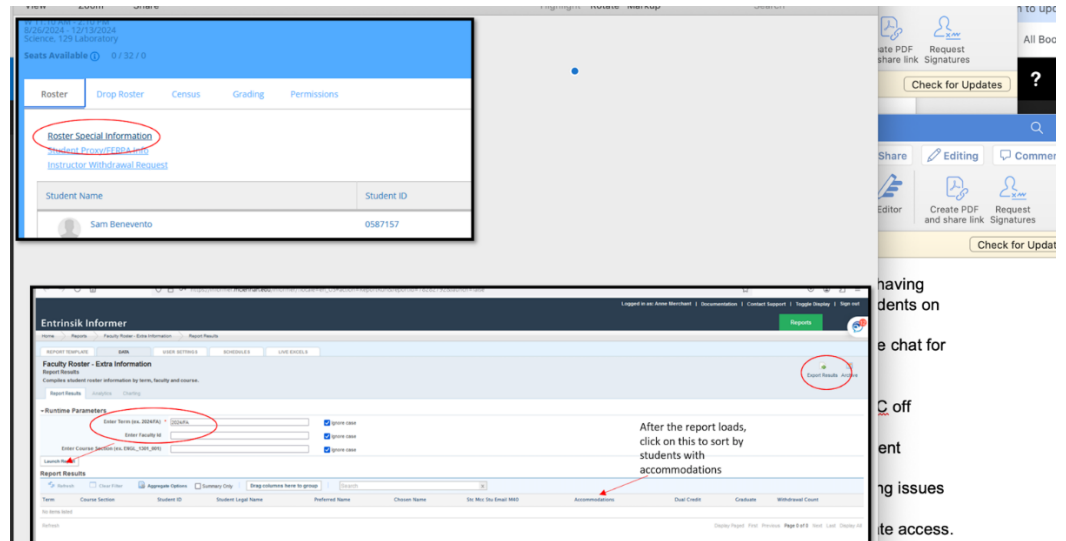
1. On demand dual credit training is available at this link:
<https://launch.comevo.com/mclennan/3229>
2. PD credit is available for those who complete the DC training.
3. EOC testing can't be avoided and may interfere with your course.
4. Amy will follow up with Londa to find dates of EOC.

V. Other Items

A. Amy read a Thankyou Email Tina Lyles. Tina is very grateful to all faculty who participated in the purge calling.

B. Ivanna Campbell expressed that some faculty are still having issues finding ADA accommodation information for students on MyMCC.

1. Anne Merchant shared these instructions in the chat for finding accommodation information.



2. You must be on VPN to access MyMCC off-campus.
3. Ivanna will share with science department.
4. **Action Item: Please share with your departments and divisions**

- C. Ivanna Campbell, Mary Sides, and Tammy Tull mentioned many faculty are still having issues with the bookstore and IA.
1. IA has not always guaranteed immediate access.
 2. Some students will not have access to material until week 4.
 3. Tammy Tull is on the bookstore committee.
 4. Amy and Kayla will bring the concerns up with the bookstore and admin.
- D. Peter Olson, new faculty mentioned concerns that onboarding though useful took time away from class preparation. It takes a long time, not faculty specific and still leaves gaps in knowledge.
1. Kayla and Amy have this concern on the agenda to talk to Dr. Eggleston.
 2. There is a problem with timing of hiring.

VII. Meeting Adjourned

- A. Motion: Anne Merchant (chat)
- B. Second: multiple.
- C. Next meeting: October 4, 11 am

